ESOL Intensive English Program
Arts and Communication Division
Spring 2014

Courses: ESOL 0044, 0034, 0053, 0063, 0054, 0064 - Section 43201

Room: G224    Days: MTWRF    Time: 8:00 AM – 11:31 AM

Instructors:

Vera Guillen – Reading
Office: C267    Hours: Before and after class meeting or by appointment
Telephone: 972-391-1065    Email: VeraGuillen@dcccd.edu

Ann Friederich – Writing and Grammar; Oral Communication (Listening/Speaking)
Office: C 274   Hours: 11:45 AM – 1:00 PM; by appointment
Telephone: 972-391-1049    Email: afriederich@dcccd.edu

Required Textbooks
Understanding and Using English Grammar, 4th Ed., With Answer Key, by Azar and Hagen. ISBN# 9780132333313
Appropriate vocabulary skills text
The Illustrated Man by Ray Bradbury

Important Dates
January 19 (M)    Martin Luther King, Jr. Holiday
January 20 (T)    Classes Begin
February 2 (M)    12th Class Day
February 19-20 (R, F)    Faculty Development – NO Classes
February 23 (M)    Classes resume
March 9-13 (M-F)   Spring Break – NO Classes
March 16 (M)    Classes resume
Week 8 (March 16 – 19)   Final Essay for 0053 and Final Test for 0063
April 3 (F)    Holiday – NO Class
April 6 (M)    Classes resume
April 16 (R)    Last Day to withdraw with a “W”
Week 17 (May 4-8)   Finals for Reading and Oral Communication
Week 18 (May 11-14)   Final Essay for 0054 and Final Test for 0064
May 14 (R)    Semester Ends
Course Descriptions

ESOL 0034  Oral Communication Level 4 (2)
Prerequisite: Students must have placed in 0034 through the ESOL placement test, or by successfully completing 0033 and 0043.

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and persuasion will be practiced. In addition, students refine note-taking skills and practice critical assessment of arguments and presentation skills. Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production. (1 Lec., 3 Lab.)

ESOL 0044  Reading (2)
Prerequisite: Student must have successfully completed ESOL 0043 or placed into course through appropriate assessment.

The capstone reading course prepares students to transition into college-level courses. Skills and strategies from previous courses are expanded to include evaluating the strength of an argument, identifying bias, and analyzing the strength and relevance of supporting details and assessing the author's credibility. Students paraphrase and summarize academic texts as well as explore figurative language and literary devices. (1 Lec., 3 Lab.)

ESOL 0053 Writing (2)
Prerequisite: Student must have successfully completed ESOL 0052 or placed into course through appropriate assessment.

This course involves a review of essay structure with emphasis on development and organization of informative and persuasive/argumentative essays. It introduces paraphrasing, summarizing, and synthesis of information along with library and internet research skills for essay writing. (1 Lec., 3 Lab.)

ESOL 0064 Grammar (2)
Prerequisite: Student must have successfully completed ESOL 0063 or placed into course through appropriate assessment.

This final grammar course first reviews the elements of English grammar introduced in ESOL 0062 and 0063 and then encourages application of this knowledge through editing activities. Attention is given to diagnosing fragments, run-ons, comma splices, and parallelism errors. Finally, emphasis is placed upon mastery of all the grammatical structures and marking conventions needed for effective writing of sentences, paragraphs, and essays. (1 Lec., 3 Lab.)

For ESOL Advising Hours, Credit Schedule, and Catalog Course Descriptions go to the Eastfield College ESOL Website at www.eastfieldcollege.edu/al/ESOL or visit advisors in ELLA (C112).
In this course students will practice listening and speaking in an academic environment, reading for academic purposes, and formal writing. They will learn specific skills to assist in giving academic presentations, understanding unknown vocabulary and academic lectures, identifying reading themes, and writing academic essays.


Upon successful completion of ESOL Oral Communication (0034), students will:
1. Demonstrate understanding of authentic oral texts (e.g., lectures, news casts, pod casts) that contain sophisticated vocabulary and structures by successfully completing comprehension tasks, such as answering questions, note-taking, outlining, paraphrasing, summarizing, or evaluating the content, etc. [comprehension tasks such as identifying main, supporting ideas, and implied meaning are subsumed.]
2. Plan and deliver formal oral presentations using appropriate vocabulary and syntax, recognizable organization, clear pronunciation, non-verbal cues, and appropriate volume and intonation, and respond appropriately to questions.
3. Speak with fluency, using complex and accurate language, clear pronunciation and prosodic elements (e.g., intonation, rhythm, word and sentence stress).
4. Demonstrate the ability to use a range of formal and informal language appropriate to context.
5. Participate in discussions in formal and informal settings using active listening skills and making appropriate and extended comments.
6. Assess own language production and use appropriate self-monitoring strategies such as re-phrasing, redirecting, asking for clarification, and circumlocution.
7. Analyze and evaluate oral expression by listening critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view.
8. Demonstrate knowledge of a wide range of cultural conventions and references in oral and nonverbal communication.

Upon successful completion of ESOL Reading and Vocabulary (0044), students will:
1. Comprehend and summarize texts, including the identification main idea, supporting details, audience, and purpose of text.
2. Interpret and critically analyze author’s bias, purpose, and perspective in academic materials.
3. Make inferences and draw conclusions from a variety of college level texts.
4. Respond critically, orally and in writing, to various kinds of college level texts.
5. Understand and use academic vocabulary and linguistically complex structures across a variety of disciplines and genres.
6. Demonstrate knowledge of cultural and historical references to American society in written materials.

Upon successful completion of ESOL Writing (0053 and 0054), students will:
1. Write a clear, well-organized, multi-paragraph essay using a logical sequence in a prescribed rhetorical mode.
2. Demonstrate ability to use the writing process by generating ideas, drafting, revising, and editing.
3. Demonstrate functional vocabulary knowledge in a variety of contexts at a level appropriate for college level courses.
4. Write coherent and cohesive sentences in a variety of common patterns.
5. Recognize and use proper English mechanics.
6. Demonstrate proficiency in basic skills related to research-based academic writing, such as paraphrasing, summarizing, quoting, and citing sources according to prescribed style guidelines.
Upon successful completion of the ESOL Grammar courses (0063 and 0064), students will:

1. Use verb tenses and voice with proficiency.
2. Use simple, compound, and complex sentences structures including phrases and clauses with proficiency.
3. Use parts of speech (nouns, pronouns, verbs, adjectives, adverbs, prepositions, interjections, conjunctions) and determiners (quantifiers, articles, demonstratives, possessives) appropriately and with proficiency.
4. Use appropriate word choice, word form, and word order with proficiency.

Evaluation Procedures or How Grades are Determined

Writing:
Lab Assignments 10%
Attendance 5%
Participation / HW 10%
In-Class Writing 30%
Out of class Writing 30%
Final Exit Writing 15%

Grammar:
Lab Assignments 10%
Attendance 5%
Homework 15%
Tests and quizzes 50%
Final Exam 20%

Reading:
Lab Assignments 10%
Quizzes 30%
Participation / HW 10%
Capstone Project 10%
Journals 5%
Exams 35%

Listening/Speaking:
Lab Assignments 10%
Listening/Note-Taking Tests 40%
Presentations 40%
Attendance/Participation/HW 10%

Grading Scale:
A = 90-100 %
B = 80-89%
C = 70-79%
F = 69 & below

Note: Students must obtain a final grade of 70% or higher to exit each of the courses. A grade of less than 70% will result in an F for that course, and that course would be repeated. For the writing courses, students must (i) obtain a final grade of 70% or higher, (ii) pass the exit exam, and (iii) pass the matching grammar course in order to pass the class and advance to the next level. If any of these conditions is not met, a grade of F will be assigned for both the writing and grammar courses and the student would be required to repeat either both ESOL 0053 and ESOL 0063 or ESOL 0054.

Essays will be assigned in writing classes and will include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. All essays must be in MLA format and typed, double-spaced using Times New Roman 12 point font. Students are to turn in all of the work associated with each essay.

Lab Assignments
For each of these courses, students are required to complete labs outside of class. Students should plan to set aside extra time each week for these assignments and to complete them by the due dates assigned by the instructors. The grade received for the lab assignments is worth 10% of the lecture course grade.

Course Policies and Classroom Atmosphere
A. Attendance
It is very important that students attend class regularly! If you are absent, it may not be possible to make up work that was done in class. If you must be absent due to sickness or an emergency, contact your instructors by telephone or email before the class session. It is your responsibility to find out what assignments you have missed during your absence and complete them. You may want to exchange telephone numbers with a few of your classmates so that you can contact them about what you missed. Excessive absences will affect your final grade in the class. Too many absences means more than four days. It is also important to arrive to class on time! Three tardies is equivalent to one absence. Leaving early three times = 1 absence. Any combination of tardies and leaving early that equals three = 1 absence.

If you have been absent too much, talk to your instructors about whether you should drop the class or receive a lowered grade. If you are receiving any form of financial aid, check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

B. Classroom Atmosphere
USE ENGLISH ONLY! Each student should participate fully in all activities. It is imperative to practice courtesy with all classmates and to listen respectfully to what they say in class. It is also important to come to class prepared.

C. Smoking, Eating, Drinking, Cell Phones
Smoking is prohibited on campus. Eating and drinking are not permitted in class unless allowed by the instructor. Use of cell phones is not permitted in class unless specifically directed by the instructor.

D. Obtaining Final Course Grades Using eConnect
Final Grade Reports can be accessed online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in ELLA (C112).

E. Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

F. Campus Emergency Operation Plan
To help ensure safety on campus, please watch this video on keeping safe in a campus emergency at http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

G. Inclement Weather
In case of inclement weather (weather conditions that make coming to school dangerous, such as floods), the college president will decide whether or not to close school. An announcement of the school closing will be made on KEOM-FM Radio Station (88.5) as early as 6 a.m. Students may also access the Eastfield College web page at www.eastfieldcollege.edu and look for a posting under the News area on the front page. If the school is closed, students should not come to campus until the time posted for reopening.

H. Consequences for Academic Dishonesty and/or Plagiarism: (See also Institution Policies)
Any student in this IEP class found guilty of cheating on an examination or of plagiarism will receive the grade of zero (0) on that particular assignment. Depending on the severity of the student’s dishonesty, the student could also receive a course grade of F. Suspension from the college and the district is possible, also.
VI. Institution Policies  The following is a list of institution policies to which Eastfield College adheres. For questions or concerns regarding enrollment in/withdrawal from classes, see your advisor.

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<tr>
<th>Institution Policies</th>
<th>Details</th>
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<tbody>
<tr>
<td>ADA Statement</td>
<td>Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email <a href="mailto:efcdso@dcccd.edu">efcdso@dcccd.edu</a>.</td>
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<td>Religious Holidays</td>
<td>Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.</td>
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<tr>
<td>Academic Honesty</td>
<td>Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. The DCCCD Code of Student Conduct published in the DCCCD Catalog at <a href="https://www1.dcccd.edu/catalog/ss/code.cfm?loc=DCCCD">https://www1.dcccd.edu/catalog/ss/code.cfm?loc=DCCCD</a>. (Select Purpose) Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.</td>
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<td>Withdrawal Policy (with drop date)</td>
<td>If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by the semester drop date. Failure to do so will result in your receiving a performance grade, usually an “F.” You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <a href="https://www1.dcccd.edu/coursedrops">https://www1.dcccd.edu/coursedrops</a></td>
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<td>Stop Before You Drop</td>
<td>For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <a href="https://www1.dcccd.edu/coursedrops">https://www1.dcccd.edu/coursedrops</a></td>
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<td>Repeating This Course (Third Attempt to Enroll)</td>
<td>Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at <a href="http://www.dcccd.edu/thirdcourseattempt/">http://www.dcccd.edu/thirdcourseattempt/</a></td>
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<td>Financial Aid Statement for Distance Learning Classes</td>
<td>If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.</td>
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<td>Financial Aid</td>
<td>If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.</td>
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<td>Family Educational Rights and Privacy Act of 1974 (FERPA)</td>
<td>In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.</td>
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<tr>
<td>Disclaimer Reserving Right to Change Syllabus</td>
<td>The instructors reserve the right to amend this syllabus as necessary.</td>
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